



DoughertyARTSSchool

1110 Barton Springs Road, Austin, TX 78704

Registration Office:

Phone: 512-974-4040

Fax: 512-974-4039

www.doughertyartscenter.org

Registration Office Hours:

Mon-Thurs: 9AM-6PM

Friday: 9AM-5:30PM

Sat-Sun: Closed

Registration:

- Registration for Summer Camp is secured by payment in full or by payment of each session's non-refundable \$35.00 deposit per child.
- Register in person at the Arts School office with exact cash, money order, check, or credit card. Please do not mail cash. To register by phone, call 974-4040 with credit card payment. Fax registrations are discouraged
- Registration is processed in the order received upon receipt of payment per child.
- One child per registration form, filled out completely. Current telephone numbers and address are necessary for communication with participants and parents.
- The registration form must be completed and on file at the Arts School Office **prior to attendance of any program. Credit card registration by telephone will hold your spot in the class or camp for 7 days until the waiver is returned.** Children cannot participate in City of Austin programs until waivers are completed, signed, initialed and received in the registration office.

Due Dates and Drop Day:

- Summer camp(s) can be secured with a \$35.00 non-refundable deposit per session per child; **with the remaining balance due 14 days prior to the first day of the camp session.** Early and Late Studios must be paid in full at the same time that the camp balance is due.
- **Unpaid students are dropped from the roster without refund 13 days prior to the first day of the camp session.** Drop day is immediately following the due date. If payment is not received by the due date, students will be dropped from camp and the position forfeited to the next student on the waiting list.
- Fees are refundable in full only if the camp has been cancelled by the Parks and Recreation Department.

Payment Information:

- **Parents can select the auto-payment plan, which authorizes our office to automatically charge your credit card on the due date. A receipt will be mailed to the payee.**
- Although we plan to mail invoices for each session, parents who do not elect the auto payment plan are responsible for making payment by the due date, whether or not invoices were received.
- The City of Austin determines that the person who enrolled the student is responsible for payment. The Dougherty Arts School can only maintain one billing address for each student. Parents who are sharing payments with another party must designate one billing contact and coordinate payments for all parties who are contributing. The Dougherty Arts School will accept payments from anyone, but the person who enrolled the student and signed the waiver will be considered legally responsible for making payment due dates.
- Registration forms, waivers, payments and late fees may only be accepted by Dougherty Arts School Registrars in the School Registration Office. Teachers and Specialists **cannot** accept payments or documents for the Dougherty Arts School Registrars.

Late Pick-Up Fees

- Program hours are exact class times.
- Students may be dropped off no more than ten minutes before the start of class or camp. If you arrive prior to this, you must wait with your child in the lobby area until the drop-off time when classrooms open.
- Pick up time is promptly at the end of class (you may pick up your child earlier, if you like).
- Late fees begin accruing as soon as the class ends. The late pick-up fee is \$5 for the first 15 minutes past the end of class and \$5 for each 5 minute interval thereafter.
- Early and Late Studios are offered for some camps (ages 5 and older) for an additional fee. Late fees apply to the Late Studios as well. Please help ensure the safety of your child by dropping off and picking up within camp /class program hours.

Session	Session Dates (* no class 7/4)	Payment Due Date	Drop Day Due to No Payment	Last Day for Refund Minus \$35
1	June 17th-June 28nd	June 3rd 5PM	June 4th 9AM	June 10th 5PM
2	July 1st-July 12th*	June 17th 5PM	June 18th 9AM	June 24th 5PM
3	July 15th-July 26th	July 1st 5PM	July 2nd 9AM	July 8th 5PM
4	July 29th-August 9th	July 15h 5PM	July 16th 9AM	July 22nd 5PM

PAYMENT QUESTIONS? Please contact our registrar's office with anything regarding payment, tuition or enrollment information.